UNITED NATIONS

WORLD SUMMIT FOR SOCIAL DEVELOPMENT

Copenhagen, Denmark
6-12 March 1995

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INFORMATION FOR PARTICIPANTS

Site of the Conference

1. The World Summit for Social Development will be held at the Bella Center, Copenhagen. The address is as follows:

World Summit for Social Development
c/o Bella Center
Center Boulevard 5
2300 Copenhagen S
DENMARK

Telephone: (45) 3252 8811
Fax: (45) 3151 9636

2. The Bella Center is situated en route from the Copenhagen Airport, Kastrup, to the centre of Copenhagen. The distance between the Bella Center and the Copenhagen Airport is approximately 5 kilometres. The Bella Centre is located approximately 6 kilometres from the city centre. The trip from the Center to the airport takes 10 to 15 minutes and from the Center to the centre of Copenhagen 15 to 20 minutes. The majority of hotels are located in the centre of Copenhagen.

Opening meeting of the Summit

3. The formal opening of the Summit will be held at 10 a.m. on Monday, 6 March, in the Plenary Hall.

4. In order that the opening meeting of the Summit may begin punctually, participants are requested to be seated in the Plenary Hall by 9.30 a.m.

Registration of participants and identification cards

5. A centre for the registration of participants and the issuance of identity passes will be open at 9 a.m. on Friday, 24 February, at the "Pavilion", located in front of the Bella Center. Beginning on 3 March, the registration/pass office will be open for longer hours to ensure the timely accreditation of participants.

6. It will also be possible for participants to register at United Nations Headquarters starting 6 February. Such pre-registration is most strongly advised in order to avoid long lines during registration at the Bella Center.

7. Admission to the Bella Center will require, at all times, the presentation of identification cards. All participants in the Summit - government delegates, United Nations Secretariat staff, and representatives of United Nations programmes and specialized agencies and of accredited intergovernmental and non-governmental organizations - are therefore requested to register at the Conference registration centre. Following registration, each participant will be issued an identification card or grounds pass. In addition to these individual grounds passes, each government delegation will be issued four passes for the Plenary Hall. For certain designated sessions of the Summit, only a combination of the access card and the Plenary pass will give access to the Plenary Hall.

8. With a view to special security arrangements in the course of the high-level segment of the Summit, to take place on 11 and 12 March, access to the areas where activities involving heads of State or Government will take place will be regulated by a combination of grounds passes and special "Summit" cards, which will be issued to each delegation in advance.

9. The process of registration will be greatly facilitated if conference credentials containing lists of the names of participants are transmitted by each delegation prior to actual registration in person. It is suggested that delegations submit this information to the United Nations Protocol and Liaison Service, room S-201 B, well before the opening of the Summit, preferably not later than 24 February 1995.

10. The registration of accredited intergovernmental and non-governmental organizations and media representatives will also take place at the "Pavilion".

Programme of meetings

11. The programme of meetings will be printed in the Summit Journal, which will be issued in English and French on a daily basis, giving the conference rooms and times of meetings.

12. Morning meetings are scheduled to take place from 10 a.m. to 1 p.m. and afternoon meetings from 3 p.m. to 6 p.m. When evening sessions are required, they will generally begin at 6 p.m.

Seating arrangements

13. At the opening of the Summit and at subsequent meetings of the Plenary in the Plenary Hall, each government delegation will be assigned four seats, two at table plus two seats behind.

14. In the Main Committee Room, each government delegation will have two seats, one at table and one seat behind.

15. Specifically identified seating facilities will be available for other participants at the Summit.

Languages of the Summit

16. Arabic, Chinese, English, French, Russian and Spanish are the official languages of the Summit. Official documents of the Summit will be made available in those languages.

Interpretation services

17. Statements made in any of the six official languages of the Summit will be interpreted into the other official languages. Any representative may, in accordance with rule 52 of the provisional rules of procedure, make a statement in a language other than an official language. In such cases, the delegation in question should provide either an interpretation or a written text of the statement in one of the official languages. On the basis of that interpretation or written text, which is accepted by the Secretariat as representing the official text of the statement, it will be interpreted into the other official languages by the United Nations interpreters.

18. There will be interpretation services for a total of two simultaneous meetings in the morning and two in the afternoon. The servicing of all official meetings, extensions of official meetings beyond their normal duration, or the provision of interpretation services to regional or other group meetings should therefore be arranged within that framework.

19. Meetings other than meetings of United Nations bodies, such as regional or other interest groups, will be accommodated according to the availability of meeting rooms and services. Requests for such meeting services should be directed to Mr. William Bunch, Secretariat Services Coordinator.

Circulation of prepared statements

20. A minimum of 30 copies of the text of speeches to be delivered in plenary and other meetings should be given in advance to the conference officer in order to enable the Secretariat to provide the best possible service. Delegations wishing to have their speeches circulated to all participants at the time of delivery are requested to provide 350 copies to the conference officer who will be located in each conference room. All texts should be delivered before the

speaker takes the floor, preferably at the start of the meeting. Summit participants are reminded that the Secretariat will not be in a position to offer reproduction services for such texts.

21. If written texts are provided in more than one official language, delegations should indicate clearly which of those texts is to be accepted as the official text. Furthermore, in order to avoid confusion, delegations should also specify whether this official text is to be "checked against delivery" or read out as written.

22. If participants wish their speeches to be included in the Internet system (see below), they are required to provide a diskette containing the text of the speech.

Distribution of official documents

23. The main documents distribution counter will be located in the Center Hall of the Bella Center.

24. All documents distributed at United Nations Headquarters before the opening of the Summit will be available at the Bella Center. Each delegation will be assigned an individual box at the documents distribution counter in which all documents issued during the Summit will be placed. Delegations are reminded that those document boxes, or "pigeon holes", are exclusively for the distribution of official Summit documentation and may not be used for the circulation of any other papers or documents.

25. To determine exact requirements of official documents, each delegation is requested to advise the documents distribution counter of its daily requirements in terms of the number of copies of each document and the language versions it wishes to receive during the Summit. The quantity requested should be sufficient to cover all requirements, since it will not be possible to provide complete sets of documents after the end of the Summit.

Receipt and circulation of other documents

26. In regard to other documents that Governments and organizations may wish to make available to Summit participants, they are to be provided by those Governments and organizations in the languages and quantities available. The Secretariat will undertake neither reproduction nor translation of such documents. It is suggested that Governments and organizations make approximately 500 copies available in English, with lesser amounts of the other official languages if those are provided.

27. It would be greatly appreciated if two copies of each such document could be forwarded to Mr. William Bunch, Secretariat Services Coordinator. They will be listed in an information note to be circulated at the Summit.

28. The Secretariat cannot undertake official distribution of such documents. However, it will ensure that tables are located in close proximity to all conference rooms where those documents can be placed.

Media facilities

29. Facilities for media covering the Summit will be available on-site at the Bella Center in the Media Building. A media working area will be freely available for use by all accredited journalists on a first-come, first-served basis. Details concerning press facilities, including procedures for booking facilities for radio and television, are contained in a separate information note issued by the Department of Public Information (DPI). During the Summit, daily briefings will be held in English in the press meeting room for the media to provide information on the day's events. A pre-Summit briefing will be held on Sunday, 5 March, for all journalists attending the Summit. It will be held in the auditorium at the Bella Center starting at 11 a.m.

Press conferences

30. Delegations wishing to hold press conferences may use the press briefing room. Press conferences will be held in the auditorium for heads of State or Government. Bookings for the use of both rooms may be made starting 3 March through the office of the DPI Spokesperson in the Media Building. There are no interpretation facilities in the press briefing room.

Other useful information for participants

Reception on arrival at the Copenhagen Airport

Beginning on 27 February, participants will be welcomed by a United Nations Transportation Officer in the restricted area of the airport and directed to special information desks where they will be informed about arrangements for immigration, customs, baggage handling and transportation to hotels. Currency exchange will be available.

Heads of State or Government will be greeted upon arrival by a senior official of the Government of Denmark.

In addition, taxis will be available outside the Arrival Hall of the Copenhagen Airport and outside the Bella Center. The taxi fare from the airport to the centre of the city is approximately Danish Krone (DKK) 120; from the Bella Center to the centre of the city it is approximately DKK 100, including tips. Taxis can be ordered through the information centres at the Bella Center.

Visas

Participants from countries that have not concluded a bilateral agreement with Denmark providing for a visa-free entry into Denmark will need a visa, which will be issued free of charge. When applying for a visa at a Danish embassy or consulate, each participant should present official documentation stating his or her name and status as a participant in the Summit.

Inoculation

No vaccinations or inoculations are required.

Transportation between hotels, the Bella Center and Holmen, the site of the NGO Forum'95

A regular bus service as well as special buses will operate at frequent intervals between the city centre, where most hotels are located, and the Bella Center and between the city centre and the venue of the NGO Forum'95 at Holmen. The trips take about 30 minutes and 15 minutes respectively. Shuttle buses will operate frequently between the Bella Center and Holmen during normal conference hours. The trip takes approximately 30 minutes.

During the period of the Summit, bus services will operate free of charge for delegations accredited to the Summit and for participants attending the NGO Forum'95.

Conference newspapers and related reporting

During the Summit, in addition to the daily Summit Journal, it is expected that a number of independent newspapers will cover the Summit and NGO Forum events. Press releases in English and French will be issued daily and will cover all official meetings of the Summit. Closed circuit television will also cover all official events, including press conferences.

Currency, cheques and credit cards

The Danish currency is the Krone (DKK), which is divided into 100 Ore. As at December 1994, the exchange rate is DKK 6.09 to the United States dollar. Internationally recognized travellers' cheques and credit cards are accepted in hotels and major shops and restaurants.

Banks are open Monday to Friday from 9.30 a.m. to 4 p.m. On Thursday they remain open until 6 p.m. Outside normal banking hours, exchange facilities are available at the Copenhagen Airport, the Copenhagen Central Station and in money exchange offices. Banking facilities at the Bella Center will be open during normal conference hours. Shops in the city centre are usually open from 9 a.m. to 6 p.m. On Saturdays, shops close at 2 p.m. Department stores, however, will stay open until 6 p.m. on Saturday, 4 March, prior to the opening of the Summit.

Pharmacies

Pharmacies are generally open in Copenhagen Monday to Friday from 9 a.m. to 5.30 p.m. and on Saturday from 9 a.m. to 12 noon. Medicine can be purchased only at pharmacies. A large number of medical drugs that can be bought without a prescription outside Denmark are dispensed only with a doctor's prescription in Denmark. A medical centre in the Bella Center will be open from 9 a.m. until the end of the last meeting of the day.

Electricity

The standard voltage in Denmark is 220 volts and the frequency is 50 hertz.

Climate

During March, the weather in Denmark can be chilly with rain and sleet. The average temperature during the month in Copenhagen is 5 degrees Centigrade, or 41 degrees Fahrenheit.

Services available at the Bella Center

Restaurants, cafeterias and coffee shops at the Bella Center will be open during conference hours. In addition, a post office, banking facilities, a travel agency with hotel and tourist information, a hairdresser, a medical centre, a VIP lounge and a delegates' lounge, and a telecentre for telephone and facsimile services are located within the Bella Center.

The Bella Center will also have a well-equipped secretarial service centre for the use of Summit participants on a commercial basis.

Internet connection

All official Summit documents, speeches and information materials will be archived and disseminated through the Internet using UNDP and/or the United Nations Gopher system. The operation will be located in an office in the Media Building.